



# Samford Student Government Association Code of Laws

## TITLE I

### Chapter 100

#### Introduction to Code of Laws

- 100.1 All laws and resolutions of the Student Government Association shall be codified and properly maintained by the Senate Code of Laws Committee. All legislative measures will be published according to general topics by title and chapter.
- 100.2 The following shall be the titles and chapters of this Code of Laws:
- |            |                    |   |
|------------|--------------------|---|
| Title I    | Chapters 100 - 199 | Code of Laws                            |
| Title II   | Chapters 200 - 299 | Executive Branch                        |
| Title III  | Chapters 300 - 399 | Legislative Branch                      |
| Title IV   | Chapters 400 - 499 | Student Activities Branch               |
| Title V    | Chapters 600 – 699 | Press Secretary                         |
| Title VI   | Chapters 700 – 799 | Judicial Branch                         |
| Title VII  | Chapters 800 - 899 | Finance Laws                            |
| Title VII  | Chapters 900 - 999 | Election Laws                           |
| Title IX   | Chapters 1000-1099 | Student Organization Laws               |
| Appendix A |                    | Code of Laws Funding Checklist          |
| Appendix B |                    | Student Organization Approval Checklist |
- 100.3 The jurisdiction of this Code shall extend to the entire Student Government Association, including all of its officers (elected or appointed), agencies, branches, committees, and members. This extends to organizations or individuals participating in its events, activities, and programs.
- 100.4 This Code shall be superior to any instrument of governance, except the Constitution of the Samford University Student Body, which may be enacted by any division of the Student Government Association.
- 100.5 Violation of any law contained herein, or any law otherwise passed by the Senate, shall cause the violator to be subject to prosecution as specified in Chapter 700, Section 5.3.



**TITLE II**  
**Executive Branch Laws**

Chapter 200  
The Student Executive Board

- 200.1 There shall be a Student Executive Board (SEB) in accordance with Article III, Sections 1-9 of the Constitution of the Samford University Student Body.
- 200.2 The SEB shall consist of four voting members: President, Vice President for Senate, Vice President for Events, and Chief Justice. The SEB shall also consist of four non-voting members: Press Secretary, Chief of Staff, Treasurer, and Chaplain. Directors within the Executive Branch shall be considered non-voting, ex-officio members of the Student Executive Board and may participate in activities of the SEB when requested by the SGA President.
- 200.3 Members of the SEB shall meet no less than every other week during the academic school year.
- 200.4 The members of the SEB are expected to attend all SEB meetings, provided that at least twenty-four (24) hour notice of the meeting has been given. Members of the SEB shall be permitted a maximum of three (3) absences per semester. When an SEB member exceeds the allotted number of absences, the President shall file a request with the Senate that the SEB member be impeached. If the President exceeds the allotted number of absences, the Vice President for Senate shall file a request with the Senate that the President be impeached.
- 200.5 The order of succession shall be as follows should the President be deemed unable to serve: Vice President for Senate, Vice President for Events, Chief Justice, Chief of Staff, Treasurer, Press Secretary, and Chaplain.

Chapter 201  
Matters of the Office of the Student Government Association

- 201.1 Every officer of the Student Executive Board shall be allotted a mailbox and separate storage place within the office. The arrangement of the Executive Office is at the discretion of the President.
- 201.2 All workings of the office shall be properly maintained by the Chief of Staff with approval of the President.



- 201.3 All office personnel shall maintain both the efficiency of the office and perform the tasks requested by their respective branch and a professional work ethic and ensure that the office exemplifies proper decorum.
- 201.4 The office shall be open to all students throughout university hours of operation in order that students may address concerns and all SGA members have access to official resources.
- 201.5 Individual mailboxes, allotted storage, and property placed within them are not to be used by individuals other than the SEB Officers, unless special permission is granted.
- 201.6 Each SEB officer shall maintain regular office hours and shall have the ability to access the office at any time. Each SEB Officer shall maintain at least 4 office hours per week.

Chapter 202  
Oath of Office

- 202.1 The official Oath of Office for all SGA offices shall be:

"I, [state full name], promise to support and defend the Constitution of the Samford University Student Body, to obey the laws of the Student Government Association, and to perform the duties of the Office of [state office] to the best of my ability, so help me God."

- 202.2 This oath will be administered to the Executive and Legislative Officers by the Chief Justice at the annual inauguration ceremony.
- 202.3 This oath will be administered to the Freshman Officers by the Chief Justice at the first Senate meeting following fall elections.
- 202.4 This oath will be administered to replacement Senators by the Chief Justice at the first Senate meeting following their appointment to Senate.

Chapter 203  
Class Officers

- 203.1 The duties of all class officers are to:
  - A. Provide leadership.
  - B. Foster class unity through the use of class activities.
  - C. Inform each class about class business through the use of meetings and/or mailings.
  - D. Represent each class in SGA and voice constituent concerns.



- 203.2 Class officers shall participate in events hosted by the Student Government which include but are not limited to Homecoming and other events.
- 203.3 All Class Officers must remain full-time students and maintain a cumulative GPA of at least 2.5 to hold office.
- 203.4 Each Officer must have achieved the number of required hours for a certain class in order to hold an elected position in that class.
- 203.5 In order to be a Senior Class Officer, the candidate must be a first year Senior and must remain in school the entire year before graduation.
- 203.6 The duties of the Class President are to:
- A. Represent his/her class on the Student Senate.
  - B. Act as a liaison between the administration and the class he/she represents.
  - C. Assume the responsibility of all email correspondence regarding class business between the Class Officers and the class he/she represents.
  - D. Call a minimum of two officer meetings a month with the Class Vice President and Class Treasurer.
  - E. Form a Class Council in conjunction with the Class Vice President, which shall meet no less than once a month and consist of at least 5 members in addition to the class officers.
  - F. Preside over Class Council meetings. If one or more officers cannot attend, the meeting must be rescheduled at a time when all of the officers can meet.
  - G. Meet at least once per month with the SGA President to discuss class concerns and/or ideas.
- 203.7 The duties of the Class Vice President are to:
- A. Represent his/her class on the Presidential Advisory Council.
  - B. Assume the responsibility for the organization and execution of all class events.
  - C. Form a Class Council in conjunction with the Class President, which shall meet no less than once a month and consist of at least 5 members in addition to the class officers.
  - D. Provide event reports at Class Council meetings.
  - E. Meet at least once per month with the SGA Vice President for Events to seek advice for planning class events.
- 203.8 The duties of the Class Treasurer are to:
- A. Be responsible for all purchases necessary for class events.
  - B. Maintain class financial records in accordance with Title VII of the Code of Laws and report to the other Class Officers at least once a month or whenever finances are spent.
  - C. Meet with the SGA Treasurer to finalize class purchases.
  - D. Direct any necessary fundraising activities.
  - E. Serve as one of the members on the Class Council.



- 203.9 The Class Council shall be comprised of at least 5 students appointed by the President and Vice President of each class. The duties of the Class Council shall consist of providing general input and leadership regarding class specific goals and helping with class events including the creative process, aiding in preparation before, during, and after said events, and helping promote the class events. All appointees to this committee selected by the class President and Vice President must be approved by the SGA President.
- 203.10 In addition to all of the responsibilities of the Class Council, the duties of the Class Officers during events shall consist of providing additional help with class events including the requisition of necessary materials for events and completion of necessary tasks during the events.
- 203.11 The Senior Class President shall work with the Office of University Advancement in coordinating the class reunions. The Senior Class President shall be assisted by the Senior Class Vice President.
- 203.12 All class officers must uphold all policies set forth in the Code of Laws. Failure to do so may result in removal from office by the Student Judiciary Council.
- 203.13 If a class officer resigns or is removed from office, the SGA President shall appoint a qualified person to fill the vacancy.
- 203.14 Each group of class officers must execute no less than one event per semester.
- 203.15 Minutes shall be recorded at each Class Council meeting by the person designated by the Class President and made available to the Class Council, Officers, and SGA.

Chapter 204  
Freshman Forum

- 204.1 The SGA President shall appoint a Director of the Freshman Forum before the beginning of the fall term. The Director of the Freshman Forum must have served in SGA or held another leadership position on campus in order to be considered for the position.
- 204.2 The Director of the Freshman Forum shall appoint one (1) sophomore advisor per eight to twelve (8-12) students expected in the Freshman Forum. The Sophomore Advisors shall be appointed before the beginning of the fall term and must have served in SGA or held another leadership position on campus in order to be considered for the position. Sophomore Advisors must be second-year students at the time of appointment.
- 204.3 The Director of the Freshman Forum shall serve as a non-voting, ex-officio member of SEB and attend SEB meetings when invited by the SGA President. The purpose of attending SEB meetings shall be to gain insight into leadership and development opportunities within SGA and to share relevant information with the Freshman Forum.



- 204.4 The Coordinator of Student Leadership and Involvement shall serve as the SGA Advisor to the Freshman Forum and may provide insight into all appointment and planning decisions related to the Freshman Forum.
- 204.5 The Freshman Forum shall be comprised of no more than 5% but no less than 3% of the Freshman Class with the purpose of:
- A. Facilitating personal growth and leadership development of freshman students.
  - B. Preparing freshmen for leadership roles in SGA and other campus organizations.
- 204.6 Freshman Forum members will be appointed through an application and interview process at the discretion of the Director of the Freshman Forum and the Sophomore Advisors.
- 204.7 Meetings of the Freshman Forum shall be mandatory for all members, including Sophomore Advisors. Each member is allowed no more than two (2) absences per semester. Members will be excused from the Freshman Forum meetings in the event of official University business or illness. A written excuse must be given to the Director of Freshman Forum prior to the meeting that will be missed. The Director of Freshman Forum shall determine the validity of all excuses.
- 204.8 During the course of the year, the Freshman Forum must plan no less than one service event.

#### Chapter 205

#### Multicultural Affairs Committee

- 205.1 The purpose of the Multicultural Affairs Committee (MAC) shall be to train the selected students to serve as diversity peer educators. These MAC members will serve as a resource to the student body and its organizations in order to advance cultural competency on our campus. In addition, this committee will provide valuable insight to the Student Executive Board to improve multicultural affairs on our campus.
- 205.2 The committee shall meet no less than once per month.
- 205.3 The SGA President shall appoint a Director of MAC.
- 205.4 The SGA President and the Director of MAC shall appoint the members of the committee with advice from the faculty advisor.
- 205.5 The faculty advisor of MAC shall be the current Program Assistant to the Office of Diversity and Intercultural Initiatives.



205.6 The Director of MAC shall serve as a non-voting, ex-officio member of SEB and report to the Student Executive Board when invited by the SGA President.

Chapter-206  
Presidential Advisory Council

206.1 There shall be a Presidential Advisory Council (PAC) in accordance with Article XII, Sections 1-3 of the Constitution of the Samford University Student Body.

206.2 The PAC shall meet no less than once per month at the discretion of the Chief of Staff in conjunction with the President. The purpose of these meetings is to provide information and advice to the President and gather feedback from different aspects of campus life.

206.3 The Chief of Staff shall preside over all meetings. The President shall preside over meetings in the absence of the Chief of Staff.

206.4 Members of the PAC shall be appointed by the Chief of Staff in conjunction with the President. Membership shall reflect the following areas from the student body:

- A) Interfraternity - IFC President
- B) Panhellenic - Panhellenic Council President
- C) National Pan-Hellenic - NPHC President
- D) Multicultural Students- Appointed by the Chief of Staff
- E) Independent (non-Greek) Students- Appointed by the Chief of Staff
- F) Residence Life - Senior Resident Assistant
- G) Campus Recreation- Appointed by Chief of Staff
- H) Athletics - Representative from Student Athletic Advisory Council
- I) University Fellows - Appointed by Chief of Staff
- J) Office of Spiritual Life - SGA Chaplain
- K) Commuter Residents - Appointed by Chief of Staff
- L) Admissions - President of Student Recruitment Team
- M) Samford Ambassadors - President of Samford Ambassadors
- N) Campus Publications - Editor-in-Chief of The Samford Crimson
- O) Transfer Students - Appointed by the Chief of Staff
- P) International Students - Appointed by the Chief of Staff
- Q) Community Service - Appointed by the Chief of Staff
- R) Class Representatives (4) - Elected Class Vice Presidents
- S) Disability Resources - Appointed by Chief of Staff
- T) Micah Fellows - Appointed by the Chief of Staff
- U) Samford Culinary Council – Samford Culinary Council President



- 206.5 All members are expected to attend each meeting. Should a member be unable to attend a meeting, they will be expected to notify the Chief of Staff twenty-four (24) hours in advance and are encouraged to send a proxy from their representative area.
- 206.6 Minutes shall be recorded at each meeting by a member of PAC appointed by the Chief of Staff at the beginning of the semester and made available to the public.
- 206.7 The SGA President is required to attend all meetings of the PAC.

Chapter 207  
Chaplain's Advisory Council

- 207.1 There shall be a Chaplain's Advisory Council (CAC) in accordance with Article XIII, Sections 1-2 of the Constitution of the Samford University Student Body.
- 207.2 The Chaplain's Advisory Council shall meet at the discretion of the SGA Chaplain. The purpose of these meetings is for the Council members to provide information and advice regarding the spiritual state and needs of undergraduate students in their respective organizations.
- 207.3 The SGA Chaplain shall preside over all meetings. The Senior SLA shall preside over meetings in the absence of the SGA Chaplain.
- 207.4 Membership shall reflect the following areas from the student body:
  - A) Greek Organization Chaplains
  - B) Student Organization Chaplains
  - C) Spiritual Life Assistants (SLAs)
  - D) Presidents of Faith Based Organizations
- 207.5 All members are expected to attend each meeting. Should a member be unable to attend a meeting, they will be expected to notify the SGA Chaplain twenty-four (24) hours in advance and are encouraged to send a proxy from their area/organization.

**TITLE III**  
**Legislative Branch Laws**





Chapter 300  
Regular Session

- 300.1 The Vice President for Senate will serve as President of the Senate.
- 300.2 The regular session of the Senate shall begin no later than one week after the Fall Election.
- 300.3 All meetings for the Senate shall be held at the discretion of President of the Senate in a time and place of his/her choosing. All Senators will be notified of where the first meeting will be held a week before the meeting takes place. If that time and place are to be deviated from, then the entire Senate must be notified within twenty-four (24) hours. All meetings shall be open to the public unless the Senate shall specifically vote to close a meeting.
- 300.4 The Senate may alter the time and place of a particular meeting by majority vote one week previous.

Chapter 301  
Membership

- 301.1 Each Undergraduate School of the University shall be entitled to one Senator per 100 enrolled students in that School. If a School shall have 60 enrolled students in excess of the final 100 represented, that School shall be entitled to an additional Senator (e.g., 250 enrolled students = 2 Senators; 260 enrolled students = 3 Senators). Pre-pharmacy students shall be included in the School of Pharmacy. Students classified as undecided shall be counted as Arts and Sciences students. A Senator must be enrolled as a major student in a School to represent that School. Each School shall have at least three Senators. A candidate for School Senator must have a cumulative GPA of at least 2.0 and be classified as a full-time student.
- 301.2 A Senator shall represent the school of which they were a part during their election, for the full Senate term.
- 301.3 The Presidents and Treasurers of every class shall be members of the Senate and shall be subject to the Senate absence policy as specified in 301.6.
- 301.4 The term of office for a School Senator shall be from the time he/she takes the Oath of Office at inauguration until the day of election for the next Senate.
- 301.5 The President of the Senate shall appoint a replacement within two weeks after a vacancy occurs. Such replacement shall meet all eligibility requirements for the office of Senator. All appointments must be confirmed by a majority vote from the Senate.



- 301.6 A Senator shall be permitted five (5) absences per academic year and may not be absent more than three (3) times in either the Fall or Spring Semesters. When a Senator exceeds the allotted number of absences, he/she will be removed by the President of the Senate.
- 301.7 A non-attending Senator shall be encouraged to vote by proxy. Proxy shall be defined as a constituent of the non-attending Senator. The non-attending Senator should send the last Senate meeting's minutes to the proxy with the expectation that the proxy will act in the interests of the constituency that they are representing and cast informed votes. Each non-attending Senator shall be allowed one (1) proxy per semester without being counted absent.
- 301.8 The Freshman Class shall be entitled to one Senator per 200 enrolled students classified according to earned credits as freshmen. If the class shall have 120 enrolled students in excess of the last 200 represented, the class shall be entitled to an additional Senator. A candidate for Freshmen Senator must have a cumulative GPA of at least 2.0 and be classified as a full-time student.

#### Chapter 302

#### Officials

- 302.1 The President of the Senate shall appoint, with the consent of the Senate, a Parliamentarian. The Parliamentarian shall not be a member of the Senate. The Parliamentarian shall be sure that the Rules of Procedure as established by statute, and the general rules for Parliamentary Procedures, as found in Roberts Rules of Order, are followed. The President of the Senate shall name an acting Parliamentarian to serve at the first meeting and until a Parliamentarian shall be chosen. The Parliamentarian shall also serve on the SGA Electoral Commission (see 302.4).
- 302.2 The President of the Senate shall appoint, with the consent of the Senate, a Secretary. The Secretary shall not be a member of the Senate. The Secretary shall take minutes of every meeting and shall receive and number all proposed bills and resolutions. The Secretary shall also enroll bills on the Calendar of Bills, and shall introduce all bills and resolutions. The President of the Senate shall appoint an acting Secretary to serve at the first meeting and until a Secretary shall be chosen. The Secretary shall serve on the SGA Electoral Commission (see 302.4).
- 302.3 The President of the Senate shall appoint a President Pro-Tempore. The appointee shall be selected from the members of the Senate and will also be approved or denied by Senate. The President Pro-Tempore shall preside at meetings of the Senate when the President of the Senate is absent. The President of the Senate shall nominate a President Pro-Tempore no later than the second meeting after the Fall General Election.



- 302.4 The Electoral Commission shall consist of the Senate Secretary, Parliamentarian, and one representative from the Student Judiciary Council appointed by the Chief Justice. The Electoral Commission shall work in conjunction with the President of the Senate to conduct all student elections and review campaign violations.
- 302.5 The Senate shall elect from among its members two Senators to sit as ex-officio members of the Student Affairs Committee of the Board of Trustees. They shall attend all meetings of the committee when it meets in the Birmingham area.
- 302.6 The Treasurer of the Student Government Association shall send a report to all regular Senate meetings and be an ex-officio member of the Senate when his/her attendance is requested. The primary duty of the Treasurer at Senate meetings is to provide advice and answer questions relating to the overall financial state of the SGA. The SGA Treasurer shall also be responsible for conducting the annual Student Organization Financial Stewardship Report to be presented at the conclusion of the spring semester.

Chapter 303  
Forms of Legislation

- 303.1 Bills shall be legislative proposals to appropriate monies (such as the Annual Budget Act) as provided by law. Bills shall also be adopted statutory amendments and revisions.
- 303.2 A resolution shall be a formal expression of the will, opinion, or intent of the assembly. It shall bear a superscription that shall clearly identify the sponsor(s).
- 303.3 All bills presented to the Senate for consideration shall be numbered by the Secretary. Each proposed bill shall be designated by a number preceded by SB (e.g., SB 1). A bill passed by the Senate shall be designated by a title, number, and incorporated in Title XIII of the Code of Laws by the Chair of the Code of Laws Committee. The numerical designation shall be in the form of academic year-number (e.g., 96-97-01). The Secretary and President of the Senate shall be the only persons authorized to number bills. The President of the Senate shall then place the bill on the SGA bulletin board in the University Center for at least a period of one week, in accordance with the Senate Public Access Law.
- 303.4 All resolutions presented to the Senate for consideration shall be numbered by the Secretary. Each proposed resolution shall be designated by a number preceded by SR (e.g., SR 1). A resolution adopted by the Senate shall be designated by a number in the form academic year number (e.g., R-90-91 -01), and may be titled. The resolution shall then be incorporated into Title XII of the Code of Laws. The Vice-President for Senate shall then place the resolution on the bulletin board in the University Center for at least a period of one week, in accordance with the Senate Public Access Law.



- 303.5 Bills shall be considered as provided by law in Chapter 304 of Title III of this Code. A Bill shall be presented to the Senate Secretary who shall read it to the assembly. The Bill, after the first reading, shall be referred by the President of the Senate to the appropriate committee. The committee, when they have considered the Bill and made any changes that they feel to be necessary, shall report the Bill to the Senate. The Secretary shall enroll the reported Bill on the Calendar of Bills, to be considered later at that meeting. At least one week must elapse between the Bill's first reading and its report by committee, unless the rules have been suspended in accordance with Roberts Rules of Order or as provided by law.
- 303.6 Resolutions shall be considered as provided by law in Chapter 304 of Title III of this Code. A resolution shall be presented to the Secretary who shall read it to the assembly. After its first reading, it may be referred to a committee, reported at a subsequent meeting, or be acted upon by the assembly immediately. If a committee reports a resolution, it shall be acted on immediately, as a part of that committee's report.
- 303.7 Upon passage, bills and resolutions shall be published on an official SGA letterhead by the Secretary. The sponsor(s) of the bill (or the committee chairperson if the bill is sponsored by a committee), the President of the Senate, the President Pro-Tempore, and the Secretary shall sign the bill. The bill shall be forwarded to the SGA President as provided in 304.6. The President of the SGA shall then sign or veto the bill, and then return it to the President of the Senate within twenty-four (24) hours before the next regular Senate meeting. If the bill is not returned to the President of the Senate in the allotted amount of time, the bill automatically becomes law. If the bill is vetoed, the SGA President shall return the bill, with a written explanation for his/her veto, to the Senate with a two-thirds (2/3) vote for approval or denial. A 2/3 majority vote of the Senate is required to overturn a veto and enact the legislation. Resolutions shall follow the same procedure.
- 303.8 A bill passed by the Senate shall be recorded in Title XII and called an Act.
- 303.9 A resolution passed by Senate shall be recorded in Title XII and called a Resolve.
- 303.10 In order for the Code of Laws to be amended Senate must pass a bill by a two-thirds (2/3) majority vote specifying the changed portion(s).
- 303.11 If a passed bill adds to the Code of Laws, the new section shall include a footnote referring to the date it was passed, along with any pertinent information. This footnote shall be found in Title XI: Amendments.
- 303.12 If a passed bill removes from the Code of Laws, then the removed portion shall be stricken through and left in place. A footnote will also be added to Title XI: Amendments.



Chapter 304  
Rules of Procedure

304.1 Definitions:

Calendar of Bills and Resolutions – the official list of all bills and resolutions reported favorably out of committee, in consecutive order, to be considered by the Senate.

Calendar of Executive Business – the official list of all items of business put to the Senate by the SGA President or SEB concerning nominations or policies and the executive business of the Senate, such as approval of Senate officials.

304.2 The Senate shall observe the following Rules in conducting its business:

I. The Order of Business shall be:

1. Opening, Prayer, and Reception of Messages
2. Consideration of Business on the Presidents Table
3. Reports of the Committees
4. Introduction of Bills
5. Introduction of Resolutions
6. Consideration of the Calendar of Bills and Resolutions
7. Consideration of the Calendar of Executive Business

II. The session shall be opened by the President of the Senate, or the President Pro Tempore in the absence of the President of the Senate. The Chaplain or the person designated shall say a prayer. No motion may be entertained by the President until the session has been opened and the prayer said.

III. Immediately after the prayer, or the opening of the session, the President of the Senate shall read to the members any messages received for the Senate. This shall include any bills objected to by the SGA President.

IV. Upon the reading of a message from the SGA President pertaining to a bill to which he/she has objected, the bill in question may be laid on the President of the Senate's Table for consideration in this session, postponed for consideration at another session (in which case it shall be laid on the President of the Senate's Table until that time), or referred to committee. Any member may make one of these motions.



- V. After all messages have been received by the members, the President of the Senate shall present to the members any items on his/her Table, except those items that have been postponed until a definite later date.
- VI. A bill reported favorably by committee shall be enrolled on the Calendar of Bills by the Secretary for consideration. A resolution reported favorably by committee shall be presented to the assembly for consideration.
- VII. Any member who wishes to present a bill to the assembly shall provide the Secretary or the President of the Senate with a copy of the bill no less than eight (8) hours before the meeting is called to order. The Secretary will not put any bill that has not fulfilled these criteria on the agenda. At the time for the Introduction of Bills, the President of the Senate shall announce to the assembly each bill to be introduced and the member or members sponsoring the bill. After each bill is announced by the President of the Senate, the Secretary shall read the bill. The President shall then refer the bill to the appropriate committee then the Secretary shall ensure that each member of the committee shall receive an accurate copy of the bill. If the appropriate Committee sponsored the bill, referral to the appropriate committee can be bypassed and the bill shall be enrolled on the Calendar of Bills by the Secretary for consideration.
- VIII. Any member who wishes to present a resolution to the assembly shall provide the Secretary with a copy of the resolution before the meeting is called to order. At the time for the Introduction of Resolutions, the President of the Senate shall announce to the assembly each resolution to be introduced and the member or members sponsoring the resolution. After each resolution is announced by the President of the Senate, the Secretary shall read the resolution. The President of the Senate shall then either refer the resolution to the appropriate committee or present it to the assembly for immediate action.
- IX. After all bills and resolutions have been introduced, the President of the Senate shall direct the Secretary to read the first bill on the Calendar of Bills to the assembly for consideration. The Calendar shall continue in order until all of the Bills on the Calendar have been acted upon, or until a member shall move that consideration of the remainder of the Calendar be postponed until the next session. Any bill on the Calendar of Bills, regardless of its order on the Calendar, may be considered by unanimous consent. Each member shall be provided with a copy of the Calendar of Bills.
- X. After the Calendar of Bills and Resolutions has been considered, the President of the Senate shall direct the Secretary to read the Calendar of Executive Business. The Calendar of Executive Business shall continue in order until all of the items on the Calendar have been considered, or a member shall move that consideration of the remainder of the Calendar be postponed until the next session.



XI. The Secretary shall enroll on the Calendar of Executive Business any appointments from the SGA President presented to the Senate for their consent, the reports of committees pertaining to such appointments, and such items as proposed amendments to the Student Body Constitution.

- 304.3 Quorum shall be defined as 35% of the members.
- 304.4 The Senate shall follow Roberts Rules of Order, insofar as those rules do not conflict with the Constitution of the Samford University Student Body or any law stated herein.
- 304.5 Majority vote shall be 50% + 1 of the members present. 2/3 vote shall be 66% + 1 of the members present.
- 304.6 The President of the Senate shall present all bills and resolutions passed by the Senate to the SGA President within two days of passage.
- 304.7 The Senate shall publicize pending legislation and shall encourage students to voice the opinions on such legislation. Such publicity may be coordinated by the President of the Senate or Secretary in conjunction with the Press Secretary.
- 304.8 Any member may make a motion to request a roll call vote. The Secretary shall record each Senator's vote.
- 304.9 The dress code for Samford SGA Senate meetings will be up to the discretion of the President of the Senate.

#### Chapter 305

#### Impeachment Proceedings

- 305.1 The Senate shall have the sole power to impeach any SGA office holder. However, any SGA office holder, including Senators, may file a written Request for Impeachment with the Chief Justice. If the Chief Justice is accused, the request may then be filed with the Vice President for Senate, who shall then be responsible for its presentation to the Senate. These Requests for Impeachment must include the name and office of the person making the request, the name and office of the accused, the reason(s) for the request, and the name of such person(s) who can substantiate the claim. All requests for impeachment are to be kept confidential as possible by all involved parties, including, but not limited to, the Chief Justice and all voting and non-voting members of the Senate.
- 305.2 During the Consideration of Business on the Presidents table at the first Senate meeting, after a Request for Impeachment has been submitted, the Chief Justice (or the Vice President for Senate if



the Chief Justice is accused) shall present the Request for Impeachment to the Senate. At this time, any Senator may make a motion to impeach the accused office holder. If such a motion is made and seconded, the Senate shall follow the rules of procedure in sections 305.4 and 305.5 below in voting whether or not to impeach the accused office holder. If no such motion is made, the Request for Impeachment shall be considered denied, and it shall then be destroyed.

- 305.3 The Senate shall have power to impeach any Senator, whether elected or appointed, by a majority vote. The Senate shall try all cases of impeachment against Senators, according to the rules of procedure in 305.5.
- 305.4 The Senate shall have power to impeach any SGA office-holder, whether elected or appointed to office. If a motion to impeach an office-holder, except a Senator, shall pass the Senate by majority vote, charges shall be presented to the Student Judiciary Council (SJC) for their action. The Senate shall appoint one or more of its members to present the case to the SJC. If a Justice shall be charged, the Justice shall be automatically temporarily suspended, and the SGA President shall appoint an Acting Justice for the sole purpose of hearing the misconduct case. The court shall issue such documents demanding the submission of evidence or the presence of an individual as shall be necessary for the prosecutor to conduct a thorough investigation of the alleged act(s) of misconduct. The hearing shall consist of (1) opening statements, first by the prosecutor, then by the accused student or his/her representative, 2) the presentation of evidence and testimony, first by the prosecutor, then by the accused party or his/her representative, (3) the opportunity for rebuttal by the prosecutor, and then the accused party or representative, (4) closing statements, first by the accused student or his/her representative' then by the prosecutor, (5) judgment by the SJC. The judiciary may, at any time, ask questions of either party, or of any witnesses.
- 305.5 If a Senator shall be impeached, the Senate shall appoint one of its members to prosecute the case. The accused Senator shall be permitted to defend himself/herself, with or without the aid of another Senator(s). The Senate shall meet in Special Session to hear a misconduct case. The Secretary shall read the charge to the Senate. Then the prosecutor shall present the case against the accused Senator. The accused Senator shall then defend himself/herself. Either side may also utilize testimony from other Senators or other individuals. The members of the Senate shall have at least 30 minutes to question the accused Senator and any person(s) who gave testimony. The accused Senator shall then be dismissed. The Senate shall then deliberate for as long as they shall think necessary. A 2/3 vote shall be required to remove the accused Senator from office. The Senate shall have power to compel testimony by issuing subpoenas. Any person found in contempt by the Senate shall be liable to prosecution before the SJC.
- 305.6 Any Senator found guilty of misconduct and removed from office by the Senate may appeal to an appeal board on the contention that there was some defect in the original trial. This board shall be comprised of the Senate committee chairs and presided over by the President of the Senate. The





defendant or his/her representative will come before the board and present evidence of a defect in the original trial. The appeal board will then recess and determine if there was a defect in the original trial. The appeal board may deny an appeal if they find that no defect existed in the original trial. If the board elects to hear an appeal, the original prosecutor shall present the case before the board. The procedure for the appeal hearing shall follow the rules of procedure set out in Title III, Chapter 305.5. If the accused Senator is a committee chair, then the next ranking committee member shall fill the seat.

- 305.7 Any office-holder found guilty of misconduct and removed from office by the SJC may appeal his/her case to the Senate on the claim that there was some defect in the original trial. The Senate may deny an appeal if they shall find that no such defect existed. If the Senate shall agree that there was a defect in the original trial, they shall hear the case. The original prosecutor and defender shall argue the case before the Senate according to the guidelines set forth in Chapter 305.5.
- 305.8 A recording of all hearings shall be made for purposes of determining validity of appear as outlined in Chapter 305.6. Such record(s) shall be sealed after the final decision is reached. The sealed record(s) shall then be held by the SGA advisor until the student is no longer enrolled, at which time the record(s) will be destroyed.
- 305.9 No person shall be subject to prosecution twice for the same act of misconduct. No person shall be compelled to be a witness against himself/herself.

Chapter 306  
Committees

- 306.1 Each committee shall have a chairperson, nominated by President of the Senate with Senate confirmation.
- 306.2 Each active committee shall meet no less than once every two weeks. Attendance shall be recorded by the chairperson and reported to the Senate Secretary.
- 306.3 There shall be a Finance Committee of no more than twelve (12) members. The Finance Committee shall be responsible for periodically reviewing the SGA Budget and shall receive, review, and make a recommendation to the Senate concerning the proposed Annual Budget from the SEB. The Finance Committee shall review all requests for funds made by other University organizations and make a recommendation concerning such requests to the Senate. For each recommendation, the Finance Committee will submit a bill to Senate members.



- 306.4 There shall be a Student Life Committee of no more than (10) members. The Student Life Committee shall be concerned with matters such as convocation, student activities, and clubs and organizations.
- 306.4.1 (c) A checklist for the Student Life Committee as outlined in the new student organization criteria in Appendix B is to be used during new organization hearings. The Student Life Committee will bring the completed checklist before the Senate and allow the Senate to vote on the new student organization according to the checklist and Senate's own opinion.
- 306.5 There shall be a Diversity committee of no more than seven (7) members. The Diversity Committee shall seek to foster love and hospitality in a broken world and to engage all diverse committees of both believers and non-believers into the loving community of Christ at Samford. The Diversity Committee shall specifically represent and engage communities who may otherwise be underrepresented on a campus including but not limited to students with different religion, ethnicity, race, nationality, age, sexual orientation, gender identity, disability, political affiliation, socioeconomic status, veteran status, refugee status, or citizenship. The purpose of the committee is not to advocate for any viewpoint over another but to acknowledge the many viewpoints on campus and to carefully consider them when advising senate decisions.
- 306.6 There shall be a Campus Services Committee of no more than nine (9) members. The Campus Services Committee shall serve as liaisons between students and administration with regards to student concerns for any campus service. The Campus Services Committee shall seek to continually improve the campus in areas such as dining services, disability resources, technology services, sustainability, transportation services, campus safety, and campus design/architecture.
- 306.7 There shall be a Community Life Committee of no more than (8) members. The Community Life Committee shall seek to work with the University's Department of Residence Life with regards to student concerns for University housing facilities, procedures, rules, and programs. The Community Life Committee shall also seek to work with the Athletic Directors and Programs to ensure that the needs of athletes are properly heard and met by the Student Senate.
- 306.8 There shall be Code of Laws Committee of no more than seven (7) members. The Code of Laws Committee shall review all proposed changes to the Code of Laws and shall have the duty of reviewing the Code of Laws each year to keep it up-to-date with the current times.
- 306.9 There shall be an Academic Affairs Committee of no more than seven (7) members. A majority of the members of the Academic Affairs Committee shall be School Senators. The Academic Affairs Committee shall seek to work with the University Provost and other academic officials to address student concerns with regards to the academic programs of the University and issues, such as graduation.



- 306.10 Ad hoc committees shall be proposed by a resolution in the Senate. The resolution must include (1) the committee's purpose and goals, (2) its expected duration, (3) how often it will meet, (4) its members, (5) a chairperson who is already an elected or appointed member of SGA, (6) the SGA body to which it will report, (7) how often it will report to that body. Should the Senate pass the resolution, the committee shall be created immediately. All ad hoc committees must be renewed by resolution by the third Senate meeting of the fall semester.
- 306.11 Every Senator shall serve on at least one committee.
- 306.12 All standing Senate committees shall have at least three members, including the chairperson.
- 306.13 The chairs of the committees stated herein shall have the power to call a meeting of his/her committee whenever it is deemed necessary. The chair shall also have the power to determine the agenda for said meetings, and items not stated on the agenda may be brought forth by way of a 2/3 vote. Quorum shall be defined as 35% of the membership of said committee. The general format of meetings shall also reside within the decision of the chair. The chair, as well as all members of the committee shall have one (1) vote; however, in the event of a tie, the chair shall cast the tie-breaking vote. Ad-hoc committees shall deal with business as provided in 306.10.
- 306.14 The President of the Senate shall be an ex-officio member of all committees. The President Pro-Tempore shall be an ex-officio member of all standing committees.

Chapter 307  
Senate Public Access Law

- 307.1 All records pertaining to the Senate shall be available for inspection by any member of the SGA, unless such records shall have been declared closed by the Senate or the President of the Senate.
- 307.2 Any member of the SGA may file a petition for release of closed records with the Student Judiciary Council. The petition shall clearly state why such closed records should be released for public inspection. The SJC shall review the closed records and shall, based on the records and the reasons for which they were originally declared closed, determine whether or not to grant the petition.
- 307.3 Obstruction of public access shall be a criminal offense and may constitute misfeasance.
- 307.4 All regular meetings of the Senate shall be open to the public. All regular meetings of Senate committees shall be open to the public. The Senate and its committees shall have the power to bar and expel individuals for disruptive behavior. The Senate may vote to close a meeting by a two-thirds (2/3) vote.



307.5 The Senate shall take a proactive approach to public access. The time and place of all meetings shall be announced in all official general SGA advertisements and shall be posted on the informational website. The SGA website shall also contain the names, SU boxes of all Senators, a copy of the minutes from the most recent meeting, and all pending and recently passed legislation and resolutions. Responsibility for carrying out these provisions shall rest ultimately with the President of the Senate.

307.6 All roll call votes shall be posted in the SGA University Center display.

Chapter 308  
Senate Awards

308.1 Rufus Shelton Community Service Award

There shall be an award known as the Rufus Shelton Community Service Award. It will be an annual award presented to one male and one female. The award is a \$500 check presented by President of the Senate or President of the SGA at the annual Leadership and Service Convocation. The following explanation of the award is to be read prior to opening the floor for nominations:

"As we all know, each university is a community of scholars, and wherever that university be situated, in a city or in a field, it is a community at least partially unto itself. A friend of Samford has made a financial award available for the purpose of rewarding the undergraduate man and woman whose efforts have made the life of this community better and honoring Rufus W. Shelton, Class of 1932. The award is not intended for the most popular among us, but for those who have done the most toward improving life at Samford - whether by working hard on campus activities, by the inner courage of smiling in the face of difficulty, by brilliance in and devotion to an art, or by any other way that has shone brightly as a special sustained effort for the betterment of community life."

"We will nominate from the floor."

Nominees are named from the floor of the Senate at the first meeting in March. Qualified nominees will be brought before the Senate at the next meeting, at which time a vote will be taken by secret ballot.

The process will conclude by the first meeting in April.

308.2 SGA Career Achievement Award



There shall be a Student Government Association Career Achievement Award to honor students who have made serving the student body through the Student Government Association a high priority. The award will be presented to one male and one female at the annual SGA Inauguration Banquet. The Senate shall nominate students from the floor of the Senate at the first Senate meeting after Spring Break. The nominees shall be voted on by secret ballot by a committee made up of the chairs of all Senate committees. If the chair is nominated, then the next-ranking Senator of that committee will vote in place of the chair.

#### Chapter 309

#### Appropriation of Funds by the Senate

- 309.1 Student activities and programs, which may be funded by the Senate Allocation Fund, are defined as events and functions that contribute to the educational, cultural, spiritual, and/or physical development and well-being of the undergraduate community.
- 309.2 A campus organization shall be eligible to submit a funding request to the Senate if the organization:
- (a) is officially recognized by Samford University and the Office of Student Leadership and Involvement.
  - (b) has an active agency account with Samford University for the purposes of maintaining and distributing funds related to the organization.
  - (c) Individual Greek Chapters are ineligible for funding. Only Greek governing councils may receive funding for open activities.
- 309.3 The Finance Committee shall, in accordance with 306.3:
- (a) review funding requests submitted by recognized student organizations and submit a bill of recommendation to Senate after proper consideration and investigation on said matters.
  - (b) be responsible for updates in policies and procedures concerning the Senate Allocation Fund.
  - (c) A checklist for the Finance Committee as outlined in Appendix A is to be use during funding hearings. The Finance Committee will bring the completed checklist before the Senate and allow the Senate to vote on the funding request according to the checklist, the Finance Committee's recommendation and the Senate's own opinion.
- 309.4 Demonstrated financial responsibility and stewardship within the organization requesting funding shall be considered in Senate Allocations.
- 309.5 Funds requested and purchases made must be consistent and congruent with the original stated purpose of the organization in its submitted funding request.



- 309.6 Funding requests will be submitted on a time and date specified by the VP of Senate. All requests submitted on time will be given priority over late submissions. Late submissions will be heard once all appropriately submitted requests have been voted on. Requests should include a detailed annual itemized budget as well as an itemized budget for the specific request. Each request shall be presented to senate as an individualized bill and include an itemized budget of the student organization. Student Organizations may also submit funding request for spring semester as early as the second full week of October.
- (a) Semester early requests may not be heard if the Senate Appropriation Fund has fallen below 25% of its original amount during the fall semester.
- 309.7 All eligible student organizations shall be subject to audit and inventory by the SGA.
- 309.8 An eligible representative from each student organization shall have read over the Senate funding guidelines and procedures in order for the organization to receive funds.
- 309.9 The-Senate will not fund:
- (a) Any payments to organization members.
  - (b) Donations to charitable organizations or individuals outside of Samford University.
  - (c) Transportation expenses (rental cars, flights, fuel, etc.).
  - (d) Lodging and other travel expenses (hotels, boarding fees, food, etc.).
  - (e) Food, drinks, materials, etc. for meetings or events that only involve organization members.
  - (f) Clothing or promotional apparel with the exception of uniforms. (A uniform is defined as a necessary dress item required for participation of that group in an event.)
  - (g) Previous debt or reimbursements of any kind.
  - (h) Any items that become personal property.
  - (i) Recruitment events (try-outs, auditions, etc.).
  - (j) Real estate including rental or storage facilities.
  - (k) Conference Fees for exclusive organizations that are associated with a specific academic department.
- 309.10 Any unused funds shall be returned to the SGA by the end of the semester at the discretion of the Finance Committee and the SGA Treasurer.
- 309.11 Appropriation recommendations to the Senate will be based on compliance with the rest of this document in addition to the following:
- (a) Thoughtful Planning: Does the program/project seem well planned? Has the organization established goals for the program/project and developed strategies for



reaching those goals? Has the organization considered potential obstacles to success? Is it likely that the program/project will meet the organization's goals?

- (b) Impact: Will the program/project positively impact Samford's campus? Does the program/project support Samford's values? Will it build community and provide opportunities for students to get involved? Will the program/project have lasting impact? Will the program/project reach beyond the confines of a particular organization?
- (c) Stewardship: Will the organization be responsible with the funding appropriated by Senate? Is the budget spreadsheet accurate and well thought out? Has the organization handled money appropriately in the past?

309.12 Senate may vote to approve or deny an organization's funding request. Senate has not only the right but the duty to use their best judgment in deciding whether or not to approve an organization's funding request. The funding request shall be judged not only upon its legality, but also upon the criterion outlined in 309.11. If approved, full or partial funding based on the bill passed by Senate will be appropriated.

309.13 Organizations denied funding may file an appeal with the Chief Justice of the SGA.

309.14 Organizations granted funds must agree to give proper consideration to the SGA for sponsoring any events, functions, or activities (acknowledgement on any promotional materials, displaying the SGA logo on posters, etc.).

309.15 Evaluations will be performed at the conclusion of each semester to ensure that funds are used for their intended purpose. These evaluations will also assess the success and viability of each funded event, function, or activity in order to determine future consideration for funding.

- (a) Any organization that is found to have misused Senate funds will be penalized and referred to the Values Council, which may result in loss of eligibility for future funding requests.
- (b) Should an organization become inactive or misuse Senate funds, all materials, equipment, and other purchases made with the funds are subject to repossession by the SGA.

309.16 The Senate may directly allocate the remaining balance of the Allocation Fund at the end of the Student Government spending year through an allocation bill. This direct allocation must also contribute to the educational, cultural, spiritual, and/or physical development and well-being of the undergraduate community.

309.17 In order to directly allocate funds at year end, the Senate must first have pursued all non-direct spending options. The Senate must first have passed a resolution regarding the matter.



309.18 Each Semester, the Senate may also directly appropriate up to 5% of the total Allocation Fund without stipulations laid in place in (309.17). The Senate will adhere to spending guidelines for student organizations.

## **TITLE IV Student Activities Branch Laws**

### Chapter 400

#### Organization of the Student Activities Council

- 400.1 The Vice President for Events shall serve as President of the Student Activities Council (SAC).
- 400.2 The Student Activities Council (SAC) shall exist to provide a variety of activities and events for the student body. The SAC shall be composed of the Vice-President for Events, Committee Directors, and committee members.
- 400.3 Membership on the SAC is determined by an application and interview process. The Vice-President for Events and the SAC Advisor oversee this process and make all membership decisions.
- 400.4 Students seeking to serve as the VP for Events must have been a member of SAC for at least one year prior to seeking election.

### Chapter 401

#### Meetings of the SAC

- 401. 1 All meeting requirements for the Student Activities Council will be determined by the VP for Events and the SAC Faculty Advisor.

### Chapter 402

#### Duties of Chairpersons

- 402.1 The Vice-President for SAC shall maintain contact with SAC advisors over the summer months. This contact shall be sufficient for the officer to adequately prepare for the coming year.
- 402.2 The Vice-President for Events and Directors are responsible for acquiring feedback through various media including, but not limited to, surveys, discussions with other branches of SGA, and other student organizations.





- 402.3 In the case of a Director position becoming available by means of being removed by the Vice-President for Events, withdrawing as a full-time student, or forfeiting title on his/her own terms, the Vice President for Events and fellow Director must seek an immediate replacement. The Vice-President for Events and Director can proceed with nominating a committee member or opening the application process again.

#### Chapter 403

#### Committees

- 403.1 All committee quotas and purposes are determined by the VP for Events and the SAC Advisor. Suggested committee purposes can include but are not limited to: the Annual Events Committee, the Musical Entertainment Committee, and the Special Events Committee.

### **Title VI**

#### **Press Secretary Branch**

#### Chapter 600

#### General Functions

- 600.1 The office of the Press Secretary is to:
- A. Serve as a positive representative of the student body and university.
  - B. Provide oversight for all public relations for SGA programs and opportunities.
  - C. Work with established public relation committees within SAC and Senate to ensure uniform branding across SGA.
  - D. Work with the SEB and SGA Advisor to select and order promotional materials.
  - E. Maintain an up keeping of SGA bulletin boards in the University Center.
  - F. Update and maintain the SGA website, blog, Facebook, Twitter, Instagram, etc.
  - G. Provide oversight of appropriate SGA budgets.
  - H. The press secretary must meet with the public relations committee no less than once a week.
- 600.2 The Press Secretary will attend all weekly SEB meetings, maintain at least 5 office hours per week, and complete any assigned duty from SEB officers.
- 600.3 The Press Secretary will serve a one-year term.

#### Chapter 601

#### Qualifications



- 601.1 The Press Secretary must be enrolled as a current full-time student and maintain a GPA of at least 2.5.
- 601.2 The Press Secretary must have experience working with:
  - A. Photoshop, InDesign, and/or Illustrator.
  - B. Final Cut or other video editing software.

Chapter 602  
Selection

- 602.1 The Press Secretary will submit a resume and portfolio to the SGA Advisor. Portfolios may include both print (posters, flyers, t-shirt designs, press releases, articles, etc.) and digital media (websites, blogs, etc.)
- 602.2 The SGA President, SGA Advisor, and outgoing Press Secretary will select the new Press Secretary to be appointed for the next SEB term.

Chapter 603  
Public Relations Committee

- 603.1 The purpose of the Public Relations Committee (PRC) is to support and assist the press secretary in all matters relating to public relations and marketing for all SGA programs and opportunities.
- 603.2 The PRC shall host no more than four (4) members each semester.
- 603.3 This committee shall divide into three specific covering portions: New Releases, Social Media, and Print Materials, which will also encompass other specific duties.
- 603.4 Members of this committee shall be appointed by the outgoing and incoming press secretaries along with a SGA advisor. However, the incoming press secretary will have the final say in the candidates.
- 603.5 The press secretary shall serve as the chairman of the PRC.
- 603.6 To perform the desired duties of this committee, members must be proficient in InDesign, Photoshop, and or the Canva App in addition to other programs specified by the press secretary.
- 603.7 The public relations committee shall meet no less than weekly with the press secretary.
- 603.8 At least one member of the public relations committee must attend the weekly SGA senate meetings.



**TITLE VII**  
**Judicial Branch Laws**

Chapter 700  
Composition

700.1 The Judiciary Branch of the Student Government Association shall consist of the SGA Chief Justice, the Student Judiciary Council.

Chapter 701  
The Office of the Chief Justice

701.1 The Chief Justice shall preside over the Student Judiciary Council.

701.2 The Chief Justice shall be appointed by the outgoing Chief Justice, President Elect, advisor of the judicial branch, and Honor Code Administrator with consent of two-thirds of the Senate.

701.3 The selection of Chief Justice shall take place the week after Spring SGA elections, but not before all newly elected officers have been certified by the Elections Clerk and/or Electoral Commission. Specific time, date, and place of appointment for the Chief Justice-elect will be determined by the outgoing Chief Justice. Any disputes regarding the election process or outcome shall be resolved by decision of the SGA President (and not the President-elect).

701.4 To hold the office of Chief Justice, a candidate must have served one year in the judicial branch prior to being chosen. If the Chief Justice is a junior, they may serve again as a senior, but is not required to hold office two years in a row.

701.5 The Chief Justice shall have the power, in accordance with the SGA Advisor of the judicial branch and SGA President, to submit joint nominations to the Senate for the appointment of undergraduates to serve as Justices on the Student Judiciary Council.

701.6 The Chief Justice shall have the authority to select five Justices from a total of nine to serve on a SJC hearing, provided that one is a sophomore, one is a junior, and one is a senior. He/she shall also have the power to remove and/or replace a justice at any time during a hearing should one or more of the following occur:

1. A Justice requests removal, citing personal hardship, or has prior knowledge of the case that could compromise the outcome of the hearing.



2. A Justice exhibits behavior during a hearing that is determined as disruptive, unethical, or unprofessional and could produce an unfair result to the parties involved.
- 701.7 The Chief Justice shall have the sole authority and responsibility to swear in the present year's elected and appointed officers.
- 701.8 The Chief Justice shall serve as the Honor Code Chair and fulfill the duties outlined in the Honor Code Manual.

Chapter 702  
The Student Judiciary Council

- 702.1 The Student Judiciary Council shall consist of up to 16 Justices and the Chief Justice as specified in Article IX of the Student Body Constitution. The student judiciary council will represent each of the University's colleges or schools which provide undergraduate studies. Two graduate student at-large justices will be appointed by the Chief Justice. Justices may not simultaneously serve on any other branch of SGA.

Failure to adhere to any of the aforementioned conditions may result in the dismissal of a Justice from his /her position. SJC Justices must resign their position before serving in any other capacity within the Judicial Branch.

- 702.2 Justices who are to serve on the Student Judiciary Council shall be appointed by the President of the Student Government Association, incoming chief justice, president-elect, and the judicial branch advisor with the consent of two-thirds of the Senate. The SGA President and the Chief Justice shall submit their nominations for sophomore Justices to the Senate. If a vacancy on the judiciary council does occur in a position due to resignation, ineligibility, or dismissal the SGA President and the Chief Justice shall submit a nominee for replacement to the Senate within 1 month of the vacancy. The nominee must be a member of the class for which the vacancy exists.
- 702.3 Candidates who seek a position as Justice on the Student Judiciary Council must meet the following requirements:
- A. Candidates must have a grade point average of no less than 3.0 on a 4.0 scale.
  - B. Candidates must not have been found guilty of an Honor Code Violation, Code of Laws Violation, or an SGA Constitutional Violation prior to their application for the position.
  - C. Candidates must have undergraduate and full-time student status, as defined by the Samford University student catalog. Honor Council members seeking to return to the council for multiple years must reapply and interview each year. Once appointed, Justices reserve the right to serve on the Student Judiciary Council until graduation from Samford University,



provided they maintain the aforementioned requirements during service. Failure to do so may result in reprimand, suspension, and/or dismissal from office according to Chapter 305 of the Code of Laws. Senior Justices whose undergraduate studies shall exceed 4 years will automatically forfeit their position at the end of their 4th undergraduate year.

- D. Candidates must provide a recommendation from a faculty member in their respective school or college in their application.
- E. Candidates should be available to make appeal decisions over the summer months.
- F. Justices once appointed are eligible for reprimand, suspension, and/or dismissal from office according to Chapter 305 of the Code of Laws if they receive more than three parking citations in a semester. They must maintain the aforementioned requirements during service. Failure to maintain these requirements may result in reprimand, suspension, and/or dismissal from office.

### Chapter 703

#### Student Judiciary Council Rules of Procedure

- 703.1 The Student Judiciary Council will serve on Honor Council hearings and practice the procedure outlined in the Honor Code Manual.
- 703.2 The Student Judiciary Council will review online and in-person traffic appeals and practice the procedures outlined by Transportation Services.
- 703.3 The Student Judiciary Council will adjudicate hearings concerning the SGA Code of Laws or Constitution. Any person within the Samford Community (faculty, staff, student, or guest) may file a report if they feels that there is evidence to believe that the SGA Code of Laws or SGA Constitution has been violated with any person(s), group(s), or organization(s) affiliated by the SGA. Person(s), group(s), or organization(s) may be defined as, but not limited, to the following:
  - A. Executive officers, chairpersons, assistant chairpersons, committee members, candidates, officers-elect, office workers, and assistants.
  - B. All organizations meeting the conditions in Chapter 800 of the Code Of Laws, relative to their involvement in an SGA activity or Code of Laws violation.
- 703.4 In order for there to be a subsequent hearing and resolution to a Code of Laws or Constitutional violation, all of the following must occur:
  - A. An official report must be obtained from the SGA Chief Justice and must be completed and signed by the person filing the report (plaintiff).
  - B. The Chief Justice will submit copies of the completed report to five Justices on the Student Judiciary Council. The five Justices will determine whether there is justification for a hearing



- by individual vote. The vote shall be returned to the Chief Justice within two days of notification.
- C. If a hearing is deemed necessary by majority vote of the five Justices (3 "yes" votes are needed), then the accused party will receive a copy of the report and a letter containing all the pertinent information (ex. date, time, place, etc.) regarding the hearing process.
  - D. Both the person(s) filing the report and the person(s) accused of the violation shall attend the hearing. Failure to attend a hearing will result in a decision being rendered on the evidence available and, consequently, will favor the attending party.
- 703.5 If a filed report demands clarification, elaboration, or merits further investigation, the Chief Justice and the Student Judiciary Council will be responsible for investigating other pertinent facts and data in order to insure fairness in resolving the issue.
- 703.6 In order to ensure fundamental fairness, both the accuser and the accused will have at least five business days from the date of notification to prepare their response. A hearing will take place no later than ten business days (2 weeks) after notification. Should either party require more time to prepare its case, then either party may make a personal appeal to the Chief Justice of the Student Judiciary Council for more time.
- 703.7 The hearing shall be attended by the Chief Justice, three Justices (one sophomore, one junior, one senior), the accusing party, the defending party, and witnesses. Both parties may have an advisor present during the hearing. The advisor may be any student, faculty, or staff member presently associated with the University. The advisor may converse with their advisee but may not address any other person involved in the hearing. In extenuating circumstances, the Chief Justice may allow or request others to attend (ex. expert witnesses, impartial observers, etc.).
- 703.8 A hearing will be rescheduled if fewer than three Justices, excluding the Chief Justice, are present at the hearing.
- 703.9 A recording of all hearings shall be made for the purpose of determining the validity of appeals as outlined in Chapter 404.11. Such record(s) shall be sealed after the final decision is reached. The sealed record(s) shall then be held by the SGA advisor until after the student is no longer enrolled, at which time the record(s) will be destroyed.
- 703.10 The hearing shall begin with only the members of the Student Judiciary Council, the accusing party, the defending party, their advisors and the Chief Justice present. After appropriate introductions of all attending individuals, the Chief Justice shall ask the accusing party to present their evidence. The accused party will then be allowed to respond to and question the evidence. At any time, the Student Judiciary Council Justices and the Chief Justice may ask questions of either party.



- 703.11 Witnesses will be allowed into the hearing after the initial evidence and questioning has concluded. The Chief Justice may invite and dismiss witnesses at his/her discretion. The witnesses may be questioned at any time by the Justices, the Chief Justice, the defending party, and the accusing party.
- 703.12 After the Chief Justice has determined that both parties have been given a fair opportunity to make presentations and the Justices have no further questions, all persons except the SJC Justices will be dismissed for the deliberations. The Chief Justice shall guide the deliberation process and conduct voting procedure upon the conclusion of the deliberation period. Vote may be either taken by secret ballot or open vote. A majority vote (2 of 3) is needed to confirm that a Code of Laws or Constitutional Violation has occurred. The Chief Justice shall only vote in the case of the abstention of a Justice.
- 703.13 Any decision rendered by the Chief Justice and the Student Judiciary Council concerning any violation associated with the Student Government Association Constitution or Code of Laws is final, except as follows. Review of a decision may be requested only by the President of the Student Government Association, the Dean of Students, Vice President for Student Affairs, and/or the President of Samford University. An appeals hearing can be recommended by those previously mentioned but may be granted only by the Chief Justice.
- 703.14 If an appeals hearing is granted by the Chief Justice, the appeals committee will be comprised of the SGA President and the 5 student justices who were present at the first hearing and led by the SGA Chief Justice who will serve as a nonvoting member.

#### Chapter 704

#### Student Judiciary Council Sanction Guidelines

- 704.1 The Student Judiciary Council shall have the jurisdiction and power to impose sanctions resulting from violations within all titles and chapters of the Code of Laws and the SGA Constitution.
- 704.2 If a majority vote determines that a violation of the SGA Code of Laws and/or the SGA Constitution has occurred, then the Justices of the Student Judiciary Council and the Chief Justice shall determine an appropriate sanction for the violation. The recommended sanction must be agreed upon by all of the Justices who determined that the violation occurred.
- 704.3 Sanctions resulting from violation within the SGA Constitution and the Code of Laws include, but are not limited to, the following:
1. Disqualification - The defending party may be disqualified if found responsible of a violation and may lose all SGA sponsored privileges, awards, and other such entitlements as a result.



2. Fines - The defending party may be fined no less than \$50.00 and no more than \$200.00 if found responsible, depending on the severity of the violation.
3. Suspension - The defending party may be suspended from participating in SGA sponsored activities (Elections, Homecoming, etc.) if found responsible of committing a violation.

Chapter 705  
Conflicts of Interest

- 705.1 The Chief Justice shall appoint one Justice to serve on the Electoral Commission in the Spring Semester during elections. The selected individual shall assist in the oversight of the elections process and ensure that all elections rules and regulations are followed. The appointed Justice may not serve on an SJC hearing regarding elections should a dispute arise.

**TITLE VIII**  
**Finance Laws**

Chapter 800  
Office of the Treasurer

- 800.1 The SGA Treasurer shall be the disbursing agent for the Student Government.
- 800.2 The SGA Treasurer shall issue a budget report weekly to the SEB while school is in session. The report shall include the transactions and balances of all SGA accounts.

Chapter 801  
Annual Budget Act

- 801.1 After the Spring General Election, the newly elected SEB, after consultation with the out-going SEB and under the direction of the current SGA President, shall submit a proposed budget to the Senate at or before the last Senate meeting of the academic year.
- 801.2 The Senate shall pass the Annual Budget Act by the last Senate meeting of the academic year, so that it may be forwarded to the University administration for consideration.
- 801.3 The Annual Budget Act shall clearly and specifically designate the appropriation of all SGA monies. Each SAC committee shall have a separate account.
- 801.4 No funds shall be appropriated except by law.





801.5 The Annual Budget Act shall clearly separate the SGA Budget into the following sections:

1. SGA Admin
2. Student Activities
3. Senate

801.6 A regular appropriation shall be one which is made as part of the Annual Budget Act. A special appropriation shall be one which is made separately from the Annual Budget Act, to an organization or agency which is not a part of SGA. No special appropriation will be made to an organization not in full compliance with Title X.

Chapter 802  
General Guidelines

802.1 Printed Materials

All printed materials for any and all services, activities, programs, or events sponsored by a recipient of a regular appropriation from the SGA Budget must include the Samford University SGA logo. On printed materials, the SGA logo shall be no less than 1/30 the size of the area in which the logo is placed. One of the following areas on printed materials may be used to meet the logo requirement:

- (1) On the front of posters and flyers
- (2) On the front or back cover of pamphlets and other publications
- (3) Inside the front cover of publications

802.3 Postal service

Metered postage service is provided for SGA by the Samford University Post Office. Only official business mail may be metered. Mail to be metered must bear the account number to be charged in the upper left corner. Postage stamps shall not be purchased with SGA funds.

802.4 Semester inventory

The SGA Treasurer shall maintain an accurate inventory of all items of public property valued at \$100.00 or more. Once each semester, he/she shall conduct an inventory to certify the location and condition of all such items.

802.5 The SGA Treasurer shall work with the Vice-President for Senate to conduct a workshop explaining the provisions of the Senate Funding Guidelines for all student organizations that wish to request funds from the Senate Allocation Fund.



### Chapter 803

#### Self-Generated Funds and Off-Campus Accounts

- 803.1 All monies generated by any agency, branch, or committee shall be deposited into the appropriate account by the SGA Treasurer. Under no conditions shall such funds be utilized by the agency, branch, or committee prior to deposit by the SGA Treasurer.
- 803.2 No SGA entity shall establish an off-campus account. All SGA monies are University funds and must be retained in a University account. Violation of this provision shall be grounds for impeachment under this Code, as well as a violation of University guidelines and subject to University disciplinary action.

### Chapter 804

#### Finance Code Forms

- 804.1 All forms contained herein are required by law. Failure to use the form designated in this chapter may constitute a violation of the Finance Code.
- 804.2 Account Responsibility Form (bulleted list of expectations for those SGA members utilizing index codes).
- 804.3 A Student Organization can request funding from the currently allocated SGA Student Senate budget as long as they meet both the requirements of the Finance Committee and the Funding Checklist located in Appendix A.
- 804.4 If approved, the max amount a student organization can request is \$2,500 a semester.

## **TITLE IX**

### **Election Laws**

#### Chapter 900

#### Elections Clerk and Electoral Commission

- 900.1 The Electoral Commission shall oversee all SGA Elections and Referenda.



- 900.2 The Electoral Commission shall consist of the Senate Secretary, Senate Parliamentarian, and one representative from the Student Judiciary Council.
- 900.3 The Chief Justice shall appoint the Student Judiciary Council representative.
- 900.4 The Senate Secretary shall serve as the Elections Clerk.
- 900.5 The Electoral Commission, with the assistance of the Vice-President for Senate, shall be responsible for communicating with Technology Services to establish the online voting scheme and parameters. The Elections Clerk shall post an official ballot.
- 900.6 If a member of the Electoral Commission is temporarily unable to fulfill his/her duties due to illness or other factors, the Vice-President for Senate shall designate an acting Commission member to serve until the Electoral Commission member is able to resume his/her duties. If the Elections Clerk resigns or is removed from office due to misconduct, the Vice President for the Senate shall designate an Acting Elections Clerk to serve until the Senate shall select a new Elections Clerk.
- 900.7 All complaints from candidates must be filed to the Electoral Commission through the Elections Clerk. The Electoral Commission will address the issue with the candidate or candidates involved and try to satisfy the complaint.
- 900.8 All complaints filed by candidates not satisfactorily resolved by the Electoral Commission shall be submitted to the Student Judiciary Council.
- 900.9 The Elections Clerk and the Vice President for the Senate shall sign the form printed from the Online Voting System after it has been printed by the designated Student Affairs officer. After this form is printed and signed, the winner shall be highlighted and the form shall be placed outside of the Office of Student Government Association. After an appropriate time, a copy of this form, declaring the legal winners of each race, shall be kept on file in the Office of the Vice-President for Senate.
- 900.10 All elections shall be the responsibility of the Vice-President for Senate and shall be subject to his/her approval in regards to Online Voting Schemes. If the Vice-President for Senate is a candidate, that duty shall fall to the Elections Clerk with the guidance of the President of the Student Government Association.

Chapter 901  
Method of Voting and Polls



- 901.1 Voting for all Student Government Association elections shall fall under the rules and guidelines of the Online Voting Schemes and Parameters as established by the Elections Clerk and the Vice-President for Senate
- 901.2 Hours for the Online Voting Scheme shall be posted immediately and shall be at the discretion of the Elections Clerk, the Vice President for the Senate, and Computer Services. If the hours of voting are to be extended or shortened, publicity of this fact must have at least forty-eight (48) hour notice.

Chapter 902  
Elections Regulations

- 902.1 No campaigning, except for signs in compliance with Title VII, Chapter 703, shall be done in the University Computer Labs the day of the election or run-off election, and no candidate shall loiter within twenty (20) feet of said Computer Labs on the day of the election or run-off election, except to cast his/her ballot.
- 902.2 No candidate shall use a portable device to solicit votes.
- 902.3 A candidate shall neither deface nor remove another candidate's campaign materials.
- 902.4 No campaign materials shall be placed on trees, light posts, or any other areas that would result in the defacing of University property. All campaign materials placed in a University building must be approved by the appropriate building administrator.
- 902.5 No candidate shall place more than two campaign posters on the first and second floors of the University Center (not including the RWBUC Annex), and these two posters must have the approval of the University Administrator responsible for the University Center and be subject to University Center rules concerning posters.
- 902.6 Campaign signs shall not be larger than eleven (11) inches by seventeen (17) inches if they are to be placed inside any University building. Campaign signs shall not be placed within fifty (50) feet of the designated polling place.
- 902.7 All campaign materials (including wooden stakes, balloons, paper media, and chalk) must be removed within two days after the election or run-off election.
- 902.8 All purchased, donated, or borrowed materials and/or services used by the candidate in the campaign must have a fair market value placed on them. The candidate must maintain receipts for all campaign materials including donated and/or borrowed materials. The labor provided by a candidate's



campaign workers and supporters shall not constitute a donated material or service, and shall have no financial value.

902.9 Campaign expenditures shall not exceed \$150.00 for the Office of President, and \$100.00 for the Offices of Vice President for the Senate, Vice President for Events, and Vice President for Development. Campaign expenditures shall not exceed \$50.00 for Senators or \$100.00 for class officers.

902.10 Any candidate who believes in good faith that any provision of these regulations has been violated may file a complaint with the Electoral Commission. The complaint shall include the name of the accused candidate, the provision(s) violated and the name(s) of such person(s) who can substantiate the allegation. The Electoral Commission may impose the following penalties:

For violation of 902.4 - 902.8:	a fine of \$20.00
For violation of 902.1 and/or 902.2:	disqualification of the candidate, and/or a fine of \$50.00
For violation of 902.1 – 902.3:	disqualification of the candidate, and/or a fine of not less than \$50.00, nor more than \$ 100.00

902.11 A complaint must be filed within twenty-four hours of the alleged violation. No complaint may be submitted more than three days after the run-off election (or the General Election, if a run-off election is unnecessary). In order to be valid, all complaints must be presented in written form by a candidate to the Elections Clerk only. Complaints filed to anyone other than the Elections Clerk will be considered invalid. All complaints and decisions are to remain confidential between the defendant, Electoral Commission, and Student Judiciary Council. Failure to do so will be a values violation resulting in a hearing by the Values Council of Samford University.

902.12 All decisions of the Electoral Commission may be appealed to the Student Judiciary Council.

902.13 No member of the Electoral Commission, the Elections Clerk, or the (SEB) shall publicly condemn or endorse a candidate running for office. Failure to adhere to this policy will result in a hearing by the Student Judiciary Council, possibly leading to removal from office.

### Chapter 903

#### Spring General Election Schedule

903.1 The Spring General Election process shall begin the Monday two weeks prior to Spring Break, and shall be four and one-half weeks long, counted as one week from Monday to the following Sunday. Spring Break shall be counted as the third week of this process.



- 903.2 On the Monday two weeks before Spring Break, the Elections Clerk shall be responsible for posting publicity concerning the offices available and deadlines for the Spring General Election. The Application for Qualification as a Candidate shall be available online.
- 903.3 The person seeking to qualify shall read a copy of the necessary qualifications for each office and the Elections Regulations, as established by law, and shall indicate that he/she has received these items. Every student seeking an SEB position must have completed at least one (1) semester as a Samford University student. The student must also be full-time student as determined by University standards.
- 903.4 On the Thursday of the first week, at 5:00 p.m., the qualifying period shall end. This allows for enough time to confirm the information on each application by the Monday meeting. No one shall be allowed to submit an Application for Qualification or to sign up to run after this time.
- 903.5 On the Tuesday of the second week a mandatory meeting shall be held at 10:00 a.m. At this meeting each person signed up to run for office shall be told for what offices he/she is qualified to run, each person qualified shall declare for which office he/she shall run, and all election regulations will be read and discussed.
- 903.6 If a potential candidate for office must miss the mandatory meeting, the absence must be pre-approved by the Vice President for Senate. If an absence is pre-approved, the candidate must have a representative present at the meeting. If a candidate or his/her representative does not attend the mandatory meeting he/she will not be qualified to run for office. If the candidate feels that extenuating circumstances prevented him/her from attending or sending a designee, he/she may appeal to the Electoral Commission.
- 903.7 On the Monday of the fourth week, campaigning shall begin. An official ballot shall be posted by 10:00 a.m.
- 903.8 If During the fourth week, candidates shall give a speech, which shall be posted in the election schedule of events.
- 903.9 On the Monday of the fifth week, the Spring General Election shall be held, with hours set in coordination with Technology Services, as determined by the Vice President for the Senate. A run-off election, if necessary, shall be held on the following Wednesday.
- 903.10 If a school holiday, weather emergency, or other event occurs during the Spring Elections process,



which will adversely affect the Spring Election Elections schedule, the Elections Clerk, with the approval of the Vice President for Senate, shall have the power to alter the Elections Schedule in a manner, which shall solve any potential problems.

903.11 Each candidate may only seek one position in the Spring General Election.

Chapter 904  
Fall Election Schedule

904.1 The Fall General Election process shall begin the Monday before Labor Day weekend and shall be two and one-half weeks long, counted as one week from Monday to the following Sunday.

904.2 On the Monday before Labor Day weekend, the acting Elections Clerk shall be responsible for posting publicity concerning the offices available and deadlines for the Fall General Election. The Application for Qualification as a candidate shall be available on that day in the SGA Office.

904.3 All applications with information regarding a candidate's GPA or other personal information must be shredded two weeks after the final election results are compiled. This is the duty of the Elections Clerk and Vice-President for Senate.

904.4 The person seeking to qualify shall pick up a copy of the necessary qualifications for each office and the Elections Regulations, as established by law, and shall sign a list indicating that he/she has received these items. Qualifications for the office of Senator are found in Title III, Chapter 301; qualifications for a class office are found in Title V, Chapter 500.

904.5 On the Tuesday of the second week a mandatory meeting shall be held at 10:00 AM. At this meeting each person signed up to run for office shall be told for what offices he/she is qualified to run.

904.6 If a potential candidate for office must miss the mandatory meeting, the absence must be pre-approved by the Vice-President for Senate. If an absence is pre-approved, the candidate must have a representative present at the meeting. If a candidate or his/her representative does not attend any mandatory meeting he/she will not be qualified to run for office. If the candidate feels that extenuating circumstances prevented him/her from attending or sending a designee, he/she may appeal to the Electoral Commission.

904.7 On the Wednesday of the second week, campaigning shall begin. An official ballot shall be posted by 10:00 am.

904.8 On the Wednesday of the third week, the Fall General Election shall be held between 9:00 am and 5:00 p.m. A run-off election, if necessary, shall be held on the following Friday.



- 904.9 Regulations for the Fall Election shall follow the regulations put forth in Chapter 902 of this Title.
- 904.10 If a school holiday, weather emergency, or other event occurs during the Fall Elections process which will adversely affect the Fall Election Elections schedule, the Elections Clerk, with the approval of the Vice President for the Senate shall have the power to alter the Elections Schedule in a manner which shall solve any potential problems.

Chapter 905  
Homecoming Court Elections

- 905.1 All elections processes and procedures for the Homecoming elections shall be determined by the Student Activities Council and subject to approval by the Student Executive Board. Records of such processes shall be kept by the Vice President for Events and the Director of Student Activities and Events.
- 905.2 All responsibility for the Homecoming Court elections shall be given to the Vice President for Events

Chapter 906  
Homecoming

- 906.1 Open nominations shall be held before Homecoming activities begin, or at the discretion of the Vice President for Events. Anyone wishing to nominate a student must have that student's permission to do so.
- 906.2 All currently enrolled students shall be allowed to vote once for candidates.
- 906.3 The student receiving the greatest number of votes from each of the Freshman, Sophomore, and Junior classes shall be declared the winner.
- 906.4 All currently enrolled students may vote once for one senior male and one senior female to represent the student body as Homecoming Queen and Honor Escort.
- 906.5 Responsibility for Homecoming elections shall reside with the Vice President for Events. The dates for both nominations and elections will be determined by the Vice President for Events in conjunction with the Homecoming Chairperson. Homecoming elections will fall under the online voting scheme, which will be specifically detailed by the Vice President for Events and the Homecoming Chairperson, in coordination with Technology Services.





**TITLE X**  
**Student Organization Laws**

Chapter 1000  
Organization Statutes

- 1000.1 Provisional – A new organization that has been approved by the Office of Student Leadership and Involvement. Provisional organizations will have to present their organization proposal before the Office of Student Leadership and Involvement, the SGA Senate Student Life Committee, and the Board of Trustees after one semester to apply for Permanent status.
- 1000.2 Permanent – An organization that has completed the Provisional semester and has been approved by the Board of Trustees. Permanent Organizations are eligible for funding from the SGA Senate.
- 1000.3 Probationary – A Provisional or Permanent student organization that does not meet the requirements for organization status as determined by the Office of Student Leadership and Involvement. This organization will temporarily lose all listed privileges.
- 1000.4 Inactive – An organization that the Office of Student Leadership and Involvement places on Inactive status for one or more of the following reasons:
1. Been on probationary status for a period exceeding two consecutive years
  2. Violation of University policies and regulations
  3. Failure to obtain Permanent status after a period of six months after completing one year of Provisional Status
  4. If the organization president or advisor report that the student organization is no longer functioning.

Chapter 1001  
Recognized Organizations

- 1001.1 An organization must meet the following requirements to become active as a Provisional student organization.
- (a) List and contact information of at least 10 members who are current Samford students
  - (b) Understand Student Organization Manual
  - (c) Contact information for President, Faculty Advisor, and other executive members
  - (d) Working Constitution that is consistent with the mission of Samford University; the organization's Constitution should include:
    - a. Mission statement
    - b. Membership criteria



- c. Description of officer election process
- d. Risk management process
- (e) Meeting with Office of Student Leadership and Involvement.

1001.2 After the organization has completed a minimum of one semester and a maximum of one year as a Provisional organization, the organization will proceed through the following requirements to become active as and receive benefits of being a Permanent student organization.

- (f) Meeting with the Student Life Committee before Senate vote on organization status
- (g) Vice President for Student Affairs and Enrollment Management and University President recommendation of approval/denial of organization status to Board of Trustees.

1001.3 All organizations recognized by Samford University are effectively recognized by the Student Government Association, allowing participation in sponsored events and the ability to receive appropriations from the Senate.

1001.4 No organization shall be recognized which has been refused recognition by the University.

## **APPENDIX A**

### **Code of Laws Funding Checklist**

- Is the organization officially recognized by Samford University and the Office of Student Life?



- Does the organization have an active agency account with Samford University for the purposes of maintaining and distributing funds related to the organization?
- Has the organization requesting funding demonstrated financial responsibility and stewardship?
- The funds requested and purchases made are consistent and congruent with the original stated purpose of the organization in its submitted funding request.
- Requests submitted after the deadline shall not be voted on until all deadline-meeting requests are voted on.
- Requests should include a detailed annual itemized budget as well as an itemized budget for the specific request.
- Each request shall be presented to senate as an individualized bill and include an itemized budget of the student organization. Requests must not exceed \$2,500 per semester.
- The funds are not requested for items outlined in Codes of Laws section 309.9.
- Do the members of the organization pay annual or semester dues?
- How many members are a part of the organization?
- How many students outside of the organization will the proposed funds impact?
- How does this funding request fulfill the guideline of “Thoughtful Planning” in section 309.11?
- How does this funding request fulfill the guideline of “Impact” in section 309.11?
- How does this funding request fulfill the guideline of “Stewardship” in section 309.11?



## APPENDIX B

### New Student Organization Approval Checklist

- The organization supports and enhances the mission and purpose of the institution (meets one or more of the following)
  - Nurturing persons
  - Offers learning experiences
  - Develops personal empowerment of participants
  - Develops academic/career competency of participants
  - Develops social/civic responsibly of participants
  - Develops ethical and spiritual strength of participants
  - Continuously improves the effectiveness of the community
- Organizations purpose sets it apart from other organizations on campus
- Organization has an OrgSync
  - Member list is on OrgSync
  - Meets the 10-member minimum
- If so, how many members?
  - The Constitution is on OrgSync
  - The Constitution contains the Samford Inclusion Policy
  - Officer titles are listed on OrgSync
- Organization has a full-time faculty/staff advisor
  - To what extent are they involved?
- Purposeful Questions
- How are they planning on promoting the organization/continuing growth?
- What events are they planning on bringing to campus?
- What impact do they hope to have on campus?
- What are their plans for the continuation of leadership?
- What are their dues/funding plans?
- How often does the organization plan to meet?